

Mills Act Application		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		
ENVIRONMENTAL		\$1,160
PDS REVIEW TEAMS		
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE (<i>not included in total</i>)	None	
INITIAL DEPOSIT & FEE TOTAL \$1,160		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

[126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

[346 Discretionary Permit Application](#): **One (1) hard copy.**

- [Application](#) for Historic Designation/ Mills Act Contract: **Twelve (12) hard copies.**
- CA Department of Parks and Recreation Form [DPR 523 A](#): **Twelve (12) hard copies.**
- CA Department of Parks and Recreation Form [DPR 523 B](#): **Twelve (12) hard copies.**
- CA Department of Parks and Recreation Form [DPR 523 J](#): **Twelve (12) hard copies.**
- CA Department of Parks and Recreation Form [DPR 523 L](#): **Twelve (12) hard copies.**
- Photographs: **Twelve (12) hard copies.**
- Historical/ Architectural Study/ Supporting Documents: **Twelve (12) hard copies.**

PART C:

All items below are informational only and not to be submitted.

[209 Defense and Indemnification Agreement FAQs](#)

[906 Signature Requirements](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. All documentation should go to Project Processing for distribution.
5. Questions should be directed to Donna Beddow.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.